

## Request for Classification of Excess ADPE

<p><b>PHRHs:</b> Report excess / unserviceable ADPE through your IMO/IASO to DOIM. DOIM will forward the report to the CPBO. Reporting may be by E-Mail or Hard Copy. DOIM will return reports to the originating PHRD without action that are Incomplete or which you have not processed through the appropriate IMO/IASO.</p>		
<p>Separate reports are required for different makes, models and manufacturers, regardless of NSN/MCN and LIN listed on the HR. Do not submit serviceable and unserviceable items on the same report. Reported <u>serial number(s)</u> <u>must match data plate and property records</u>. Submit an <u>AAR</u> if serial number on the <u>data plate</u> does not match <u>property records</u>. Information requested is required by DISA. You may estimate Date of Mfg if not on the data plate.</p>		
<p>The IMO/AISSO is responsible for determining and indicating the appropriate DISA Condition Code before forwarding to DOIM IAW Arms User Guide, appendix O. The IMO/IASO will also indicate that the equipment <b>is</b> or <b>is not</b> excess to the needs of His/her command. Coordinate the disposition of equipment you will reutilize within your command with CIPBO, USAFACFS. IMO/AISSO must insure that magnetic media (hard drives) are purged, unclassified or declassified IAW current DOD regulations prior to turn in.</p>		
<p>DOIM confirms: 1) The ADPE is unserviceable excess and directs disposal IAW current regulations; 2) It is excess to the needs of this command; does not conform to installation architecture but it may be included in the School Donation program; or 3) Activity must report it to DISA as excess serviceable, no longer needed by this command, and is not to be included in the School Donation Program.</p>		
Office Symbol (Requesting Office)		Date
<p>THRU - Activity IMO / IASO</p> <p>TO - DOIM</p>		
<b>Classification Data</b>		
Quantity	Manufacturer's Name (Data Plate)	
Noun (from PHR)	Date of Mfg (Data Plate or Estimated Date)	
Model (Data Plate)	Unit Cost	
LIN (from PHR)	Operational <input type="checkbox"/> Yes <input type="checkbox"/> No	
NSN/MCN (from PHR)	Serial Number (from PHR)	
For PCs only – Speed of Processor (MHZ)		
Primary Hand Receipt Number (6 digit alpha-numeric)		
POC	Phone #	Bldg #
Primary Hand Receipt Holder	Phone #	Bldg #
<b>DOIM/ IMO USE ONLY</b>		
Condition Code	Condition Code Evaluator	
<b>CPBO USE ONLY</b>		
ADP Control Number		